

EMPLOYEE INSURANCE PROGRAM

Remember the month of October is enrollment for insurance programs. Be sure to see your benefits administrator regarding changes to insurance programs. It is also time to sign up for MoneyPlus Medical or Dependent Care spending accounts.

LEAVE

Funeral Leave

On August 16, 2004, Senate Bill 16, was signed into law by Governor Sanford. This bill codifies State Human Resources Regulation 19-712.01 (G)(1) and provides State employees with three days of paid leave upon the death of an immediate family member. Immediate family is redefined to include the spouse of brothers, spouse of sisters, and spouse of children. In addition, your agency may require the employee to submit a statement stating the name and relationship of the deceased.

Family Sick Leave

Section 8-11-40 of the S.C. Code of Laws relating to State employee sick leave was amended to codify and increase the number of sick leave days from 8 to 10 days that employees may use to care for ill members of their immediate family.

For more information regarding the amendments to § 8-11-40, please review the legislation at www.scstatehouse.net/sess115_2003-2004/bills/16.htm.

HAZARDOUS WEATHER

The South Carolina Emergency Management Division advises that the official place to get information about state office closings or delayed openings is your local ETV or public radio station. When you think State offices in your area may be closed because of bad weather or any other emergency, tune to the public radio station on your FM dial or turn to the Education Television Station in your area for the news. This information on the local ETV or public radio station will be the most current information available. Also, the MySCGov.com website will be updated after the local ETV or public radio station as an additional resource for information for state employees about weather alerts involving closings.

WORKFORCE PLANNING

Did you know the size of South Carolina state government has decreased in recent years?

There were approximately 68,000 state employees in 2000 as compared with approximately 62,000 in 2004, a 9.67% decrease. In addition to the decrease in the number of state employees, approximately 30% of the remaining employees will be retirement eligible in the next five years.

What are agencies doing to plan for their future workforce?

Workforce Planning may be defined as "having the right people with the right skills in the right place at the right time."

Agencies are encouraged to monitor their own workforce demographics to identify the need for initiatives such as recruiting for specialized skills, cross-training, succession planning, and ensuring the transfer of critical knowledge and skills from those who may be leaving the agency.

The Office of Human Resources (OHR) has tracked and provided workforce trend data to agencies since 1998. OHR published the first S.C. Workforce Plan in 2001. OHR routinely surveys agencies, reviews workforce data, and updates the Plan with the latest statistics and survey results. You may access this information at www.state.sc.us/ohr. OHR also provides a no-cost Workforce Planning Workshop to agencies.



ELDERCARE LOCATOR

The Eldercare Locator, a public service of the U.S. Administration on Aging, connects older adults and their caregivers to information about services available through states, area agencies on aging, and local aging service providers. The Locator is a quick and easy way for older adults and caregivers to find out about senior services and independent living resources that are available. Some of the home and community based services are:

- Adult Day Care
- Case Management
- Elder Abuse Prevention Programs
- Emergency Response
- Financial Assistance
- Home Chore Services
- Home Health Services
- Legal Assistance
- Nutrition Services
- Personal Care
- Senior Center Programs
- Senior Housing Options
- Telephone Reassurance
- Transportation
- Volunteer Services

Call the Eldercare Locator at 1-800-677-1166 or visit www.eldercare.gov for more information.

UPCOMING HOLIDAYS

Thursday, November 11
Veterans Day

Thursday, November 25
Thanksgiving Day

Friday, November 26
Day After Thanksgiving

Friday, December 24
Christmas Day (*observed*)

Monday, December 27
Day After Christmas (*observed*)

Monday, January 3
New Year's Day (*observed*)